



Conservationist II

Open Non-Promotional Statewide Examination

Department:	California Conservation Corps
Opening Date:	01/09/15
Type of Exam:	Departmental Open, Non-Promotional
Salary:	\$4,586 - \$5,696 Per Month
Location:	Statewide

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications (MQs) as stated on this bulletin may apply for and take this examination.

CONTINUOUS FILING

Applications will be accepted on a continuous basis. Testing is considered continuous as new testing dates can be set at any time as department needs warrant.

Cut-off (final filing) dates will be scheduled and announced periodically with adequate time for applicants to submit an application. The last cut-off date was **April 10, 2019**.

HOW TO APPLY

Complete, print, and mail a standard state application (STD. 678) to the address below. Faxed or e-mailed applications will **not** be accepted. Applications postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. Please include **C II Exam 5CQ01** on the front page of the application.

File by mail or
in person: California Conservation Corps
1719 24th Street
Sacramento, CA 95816
Attn: Exam Unit

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. Applications may be obtained by either logging into your Cal Career account at <http://www.jobs.ca.gov>, and printing a copy of your application on file, or by completing and printing a STD 678 (found here: <https://www.jobs.ca.gov/pdf/std678.pdf>). Send your completed application to the address above. Please make sure to sign your application.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodations, contact the CCC Exam Unit at (916) 341-3140, or via the California Relay Service for the deaf or hard of hearing at (800) 735-2929 for TTY phones or at (800) 735-2922 from voice phones.

TYPE OF EXAMINATION

This is an open, non-promotional examination for the California Conservation Corps. Career credits and veterans' preference will be granted.

TESTING PERIOD

A candidate may be tested only once during any testing period. The testing period for this examination is 18 months. Once you have taken and passed this examination, you may not retest for 18 months.

THE POSITION

Under general direction, incumbents represent the department at work sites and emergencies. Project assignments include, but are not limited to, develop and write project proposals; schedule, organize, coordinate, and evaluate a wide variety of work projects; plan educational components related to work projects; purchase tools and equipment for work crews; schedule, assign lead, and oversee the work of conservationist staff assigned to projects and educational programs; organize and support overnight or "spike operations" and special programs; develop marketing tools and assist in marketing reimbursable projects to sponsors; perform quality control project site visits; update sponsors and management on project status; develop and update project reimbursable data; conduct program reviews and evaluations; draft reports; investigate crew member discipline; substitute on a project crew for the Conservationist I; serve as Safety Officer; act in the capacity of the Conservationist Supervisor or District Director in his/her absence; meet with community-based organizations; and coordinate publicity with local media.

Education assignments include but are not limited to, conduct classroom instruction on conservation awareness and disaster relief operations; and deliver state mandated and job-related training to staff and crew members including, but not limited to, program orientation, driver's training, flood fighting techniques, fire camp support, First Aid/CPR, safety practices, craftwork, environmental protection, career development, volunteerism, and transition programs; and coordinate and perform a variety of administrative functions at field locations.

POSITIONS

Positions exist statewide with the California Conservation Corps.

EXAMINATION INFORMATION

Qualifications Appraisal Panel Interview Weighted 100%

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

It is anticipated that interviews will be scheduled in May/June 2019.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications (MQs) required.

NOTE: A completed standard state application (STD. 678) is required and must include: "to" and "from" dates (month/day/year), time base, and civil service or private sector titles. It is the applicant's responsibility to provide the specific information under duties performed that illustrates the qualifying experience needed to meet the MQs.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Possession of a valid Commercial Class C driver license with a Passenger Transport Vehicle special endorsement or equivalent. (Applicants who do not possess the license will be admitted to the examination, but must secure and provide evidence of their license prior to appointment.) **AND**

Equivalent to completion of the twelfth grade, **AND**

Either I

Two years of experience in the California state civil service performing duties of a class with the level of responsibility equivalent to that of a Conservationist I, Range B. **Or**

MINIMUM QUALIFICATIONS (Cont'd)

II

Three years of experience as a skilled craftsman on a crew involved in crafts/trades work (carpentry, masonry, electrical, general building, landscape installation and maintenance, or comparable skilled work), one year of which must include organizing, instructing, leading, and evaluating six or more people. **Or**

III

Two years of experience as a licensed general or specialized contractor.

SCOPE OF EXAMINATION

Qualifications Appraisal Panel Interview – Weighted 100%

In addition to evaluating each candidate's relative abilities, as demonstrated by quality and breadth of experience, the oral exam interview will place emphasis on measuring competitively, relative to job demands, each candidate's aptitude in the following areas:

Scope

A. Knowledge of:

1. Building trades which may include basic carpentry, painting, plumbing, masonry, roofing, landscape gardening and fence construction.
2. Tool use and maintenance of power equipment and hand tools.
3. Natural resource work including principles and techniques of conservation, basic principles of energy conservation, trail building, tree falling, fish habitat restoration, fire and flood fighting, and camp support.
4. Energy and water conservation methods and techniques.
5. Construction-related codes and requirements.
6. Basic principles of safety including wilderness safety issues, first aid and CPR, personnel supervision, organization of work activity, methods of group instruction and training, techniques used in teaching and counseling youth, and problem solving.
7. Recreational and social activities appropriate for youth from diverse cultural and economic backgrounds.
8. Effective communication skills.
9. Leadership development
10. Principles of equal employment opportunity.
11. Basic principles of fiscal and personnel management.
12. Basic principles of youth development.
13. Principles and techniques of project development, of training and education development, organization and evaluation, scheduling crews, and costing of time and materials.

B. Ability to:

1. Work independently.
2. Explain and demonstrate safe work methods and practices.
3. Demonstrate skill in teaching young adults, including coaching them in communications skills and in motivation inspiring them to establish and achieve personal goals.
4. Effectively organize and direct a work crew.
5. Hike difficult terrain in remote locations.
6. Establish and maintain effective working relationships with governmental agencies, private sector organizations, and with crew members.
7. Resolve conflicts.
8. Evaluate crew members.
9. Keep records and prepare written reports.
10. Analyze situations and take appropriate effective action.
11. Deal effectively with constructive criticism.
12. Conduct inspections of department projects.
13. Communicate effectively.
14. Recognize alcohol and drug issues and counsel young adults at risk including substance abuse prevention.
15. Accurately report crew member hours worked and leave usage.
16. Coordinate and lead volunteers, internship programs, and/or satellite operations.
17. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
18. Effectively balance the goals of crew member training and development with project development and completion.

SCOPE OF EXAMINATION (Cont'd)

B. Ability to:

19. Effectively assist in marketing the department's programs to current and potential sponsors.
20. Develop and deliver the department's education and training classes, courses, and/or resources.

PREFERRED OR DESIRABLE QUALIFICATIONS

Willingness to work for extended periods occasionally in primitive facilities, and sometimes isolated from communities; willingness to work odd and irregular hours; demonstrated aptitude for, and willingness to teach and work with young people in regard to their personal and social development; willingness to do manual labor, including landscaping, gardening, trail construction, emergency response work, carpentry, and other physically demanding activities; and willingness to set an example for young people through attitude, ability, knowledge, attention to detail, and pride of work. Experience supervising work crews of six or more people, including responsibility for evaluating, developing, training, and disciplining.

Knowledge of small engine power equipment; principles and developing trends regarding energy conservation; building trades; methods of group work; gang awareness; teaching and counseling techniques; foster care issues; familiarity with education programs; basic guidelines and standards for conducting effective group meetings; substance abuse intervention techniques; and basic plant, natural resources, and wildlife ecology.

ELIGIBLE LIST INFORMATION

The names of successful candidates will be merged onto the existing eligible list in order of final score, regardless of testing date. Eligibility expires **24** months after it is established. Candidates may re-take the examination to re-establish eligibility after **18** months

CAREER CREDITS

Career credits will be added to the final score of all candidates who are successful in this examination and who qualify for these credits. **IF YOU RECEIVE VETERANS' PREFERENCE, YOU CANNOT ALSO RECEIVE CAREER CREDITS.**

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. For information on how to apply for Veterans' Preference, please see the general information section on this bulletin.

PRE-EMPLOYMENT REQUIREMENTS

Successful candidates who receive a conditional offer of employment will be required to do the following before they can be appointed:

- **Class C License** – Provide evidence that a Commercial Class C driver license with a Passenger Transport Vehicle special endorsement has been obtained from the Department of Motor Vehicles (DMV).
- **Pre-employment Drug Test** – Pass a urine drug test. In accordance with the Federal Highway Administration regulations (49 CFR, Part 382), persons hired to a class requiring a commercial driver license must take and pass a pre-employment drug test. **Please note:** Per California Code of Regulations § 213.5, applicants who fail the drug test pursuant to section § 213.4 (h), will be disqualified from the examination in which they are competing and, except as provided by section § 213.5 (e), shall not be eligible to take any State civil service examination for a class for which drug testing is required until one year has elapsed from the date the drug test specimen is given.
- **Background Investigation** – Undergo fingerprinting and successfully pass a Criminal Offender Record Information check completed by the Department of Justice (DOJ) which may or may not also include a background check through the Federal Bureau of Investigation (FBI).
- **Medical Exam** – A medical clearance exam is required for this classification.

CONTACT INFORMATION

If you have questions about this exam, please contact Donna Tritt, the Exam Analyst, at (916) 341-3140 or by email at donna.tritt@ccc.ca.gov.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Conservation Corps Examination Unit in Sacramento at (916) 341-3140, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

State applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, and accessible on the internet at www.jobs.ca.gov, or at <https://ccc.ca.gov/>.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list according to their scores.

The California Conservation Corps reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Eligible lists are established by competitive examination, regardless of date, and must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Drug Testing: Applicants who are offered a Conservationist I position will be required to submit to a drug test. In accordance with California Code of Regulations section § 213.5, applicants who fail the drug test during the pre-employment process will have the job offer rescinded, his/her name withheld from the eligibility list and he/she will have to wait one year to re-take the exam.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps or five years after graduation if the competitor has participated in a CCC scholarship program). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination.

Veterans' Preference: Effective January 1, 2014 – Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. Veterans' Preference will now be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as *any open* competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veteran's Preference Application form (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Updated 7/9/19